



**Maine Revenue Services**  
**EMPLOYER'S AMENDED RETURN**  
**OF MAINE INCOME TAX WITHHELD**

010632000

010632000

**FORM 941A-ME LOOSE**

Mo. Day Year Mo. Day Year  
Period Covered: \_\_\_\_\_

Withholding Account Number:

\_\_\_\_\_

Name:

\_\_\_\_\_

1. Withheld income tax previously reported for the quarter 1

\_\_\_\_\_

2. Correct withheld income tax for the quarter ..... 2

\_\_\_\_\_

3. Withheld income tax adjustment ..... 3

\_\_\_\_\_

4. If balance due, amount  
due with this return ..... 4

\_\_\_\_\_

5. If overpayment, enter amount here  
(All overpayments will be refunded) ..... 5

\_\_\_\_\_

Under penalties of perjury, I certify that the information contained on this return, report and attachment(s) is true and correct.

Date

Signature

Title

Telephone

6. Explanation of adjustments: \_\_\_\_\_

**Make check payable to:**  
**Treasurer, State of Maine**

Mail to: Maine Revenue Services  
P.O. Box 1061  
Augusta, ME 04332-1061



office use only \_\_\_\_\_

Rev. 1/01



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## INSTRUCTIONS FOR AMENDED RETURN

**Purpose of Form:** Use Form 941A-ME to correct an error in income tax withheld for an earlier quarter. Please do not make adjustments on any current Form 941ME or 941/C1-ME to amend the period for which the error was made. Prepare a separate 941A-ME for each quarter in which an error was made.

**Period Covered:** Enter the beginning and ending dates of the period being corrected. For example, if the error was made in the first quarter of 2001, enter 01-01-01 - 03-31-01.

**Line 1:** Enter the withholding amount previously reported for the quarter being corrected.

**Line 2:** Enter the correct withholding amount for the quarter being corrected.

**Line 3:** Line 1 minus line 2. This amount may be either positive or negative. If it is negative, enter a minus sign in the box to the left of the number.

**Line 4. Balance Due:** If the amendment results in a balance due (line 2 larger than line 1), enter the balance due amount on line 4 and enclose a check for that amount. Mail the payment to Maine Revenue Services, P.O. Box 1061, Augusta, ME 04332-1061.

**Line 5. Overpayment:** If the amendment results in an overpayment (line 1 larger than line 2), enter the overpayment on line 5. A refund check will be mailed to you.

**Line 6:** Use this space to enter an explanation of the error you are correcting.

## INSTRUCTIONS FOR AMENDED RETURN

**Purpose of Form:** Use Form 941A-ME to correct an error in income tax withheld for an earlier quarter. Please do not make adjustments on any current Form 941ME or 941/C1-ME to amend the period for which the error was made. Prepare a separate 941A-ME for each quarter in which an error was made.

**Period Covered:** Enter the beginning and ending dates of the period being corrected. For example, if the error was made in the first quarter of 2001, enter 01-01-01 - 03-31-01.

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